



ANNUAL CONTINUING EDUCATION REPORT

ENTER YEAR: _____

LICENSE TYPE & NUMBER: _____

Name & Mailing Address

Name _____
 Street or PO Box _____
 Street or PO Box _____
 City State Zip _____
 Country (if foreign address) _____

PLEASE COMPLETE
NAME OF EMPLOYER OR FIRM:
DAY TIME PHONE NO:
FAX NO:
EMAIL:

Email address requested

- **Effective 2011, this report form must be turned in to the Board office by January 31, of the following year. You must include any certificates of completion for self-study courses.**
- **Courses to obtain minimum qualifications for a license in another profession are not acceptable CPE.**
- **Each licensee is responsible for maintaining his or her own CPE record.**

Section A

Summary of hours claimed (no more than 10 hours can be earned in a calendar day after 6/25/2010)

	(A) Personal Development	(B) Self-Study	(C) All Other	A+B+C=Total
1 Carryover from previous year				
2 Total Hours from Section B on Reverse				
3 Line 1 Plus Line 2				
4 Hours Applied to Reporting Year _____ (See instructions - Line 4 below)				
5 Excess Hours (Line 3 minus Line 4)				
6 Carryover hours to _____ (See instructions - Line 6 below)				

Instructions - Line 2: Personal development must not exceed 8. Cannot have any carryover hours.

Instructions - Line 4: Total Hours must equal at least 40

Instructions - Line 6: Total carryover hours may not exceed 20. Cannot have any self-study carryover hours.

I acknowledge that I am responsible for maintaining my own CPE records along with any substantiating documentation for a period of five (5) years. I understand that I must have forty (40) hours applicable CPE hours per calendar year, and I can carry forward no more that twenty (20) hours CPE a year which are subject to **limitations outlined in §40-2-250(C) and Regulation 1-08.**

I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in this report.

Signature _____ **Date** _____

ORIGINAL SIGNATURE REQUIRED -- PHOTOCOPY OR FAX COPY NOT ACCEPTABLE

Section B

PROGRAM CODES – Place the appropriate code that corresponds to the course in the Program Code Column:

- 1 † Self-study courses must be QAS approved and cannot exceed 20 hours per calendar year. Self-study courses cannot accrue any carryover hours.
- 2 Published articles or books. A copy of the publication that names you as the author must be submitted, credit is limited to 10 hours. The Board has final determination of the amount of credit.
- 3 University & College credit courses. Degree bearing course: 1 semester hour = 15 CPE hours. Non-Degree bearing course: 1 classroom hour = 1 CPE hour. **Must obtain official transcript.**
- 4** Serve as a lecturer or teacher of a CPE program. Credit is limited to no more than 20 hours for the year.
- 5** Teachers of university and college undergraduate and graduate credit courses shall be granted 10 hours for each three (3) semester hour (or prorated equivalent) course taught. Credit shall not be granted for accounting principles, basic financial accounting, basic managerial accounting or any other introductory accounting course, either undergraduate or graduate. Credit shall not be granted for repetitious presentations within a two (2) year period.
- 6 All other qualifying programs.

Credit Hours: 1 credit hour for each 50 minutes. Half hour segments (25 minutes) will only be accepted after the first hour is earned. When total minutes are greater than 50, but not divisible by 50, the credit hour granted will be rounded down; 140 minutes = 2.5 hours.

Personal Development: A course which covers skills as communications, managing, dealing effectively with others, interviewing, counseling and career planning. This list is not all inclusive.

SELF-STUDY GUIDELINES: Only Quality Assurance Services (QAS) approved self-study courses will be accepted provided it satisfies the requirements to contribute directly to the professional competence of your license (subject to program limitations.) Self-study cannot have any carryover hours.

Use one line for each seminar or course completed.

Name of Sponsor and Location of Program	Title of Course	Principal Instructor	Dates Attended MM/DD/YY	Program Code	*Personal Development	†Self-Study	All Other Subjects				
TOTAL HOURS - ENTER ON FRONT IN CORRESPONDING BLOCKS								A	B	C	Total

* Total of Personal Development column may not exceed 8 hours
 ** Credit will **not** be given for **repetitious** presentations within a two year period

(This reverse may be photocopied if additional space is needed)
Exact computer-produced duplicates will be accepted, if signed.